



**Department of Housing and Community Development**

**August 14, 2006**

**NOTIFICATION OF VACANCY**

**COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR  
(Program Administration Specialist II)**

**POSITION #00211**

**LOCATION:**

**DHCD  
501 N. 2<sup>ND</sup> STREET  
RICHMOND, VA 23219**

**SALARY RANGE:**

**\$38,000 - \$45,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a Program Administrator within the Community Revitalization and Development Unit. This position with the Virginia Main Street Program will be responsible for providing downtown revitalization assistance and training to designated Main Street communities, Affiliate communities, and other organizations and local governments across the state. Responsible for designing and coordinating training events and conferences related to program objectives. Develops and maintains Main Street information database and writes for the Virginia Main Street newsletter as well as other technical assistance publications. Provides assistance to the Program Manager in public relations and educational projects for the Main Street Program. Occasional overnight travel and overtime are required in this position.

**QUALIFICATIONS:** Prior experience indicating a thorough knowledge of downtown revitalization related topics, including, but not limited to: the National Main Street Center's Main Street Approach™, nonprofit management, economic development, marketing and promotion, historic preservation, planning and business assistance strategies. Must have strong organizational skills and an ability to work independently, as well as in a team setting. Applicants should have excellent verbal and written communication skills including public speaking expertise. Ability to facilitate group decision-making and work planning processes as well as experience in planning training events and workshops. Working knowledge of word processing, spreadsheet, database, presentation and graphics software. Degree in business, planning, historic preservation, marketing, nonprofit management or a related field is preferred or equivalent combination of training and experience.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 8, 2006.***

***For additional information contact our Human Resource Office, at (804) 371-7000  
Equal Opportunity Employer***